THE AICS NAVIGATOR

Vol. 4 Issue 3...July 2001
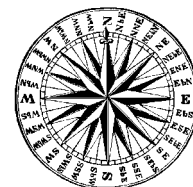
The <u>AICS Navigator</u> is a publication created by the AICS Section to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued and can be addressed by contacting Wade Dakin at 517/322-4940 or email <u>AICSMAIL@state.mi.us</u>.

PRISON NUMBER ENTRY

When investigating cases involving prison inmates, the magic number to access information is their prison number. It is a 6 digit number preceded by a letter signifying the number of times they have been to prison. (A) being their first time, (B) their second time, and so on. The 6 digit number never changes for that individual, but the letter does change. When a subject is entered into AICS and his prison number is entered, the best procedure is to only enter the 6 digit number and omit the letter prefix. If the prefix letter is used it causes problems in AICS searches. If everyone knows to search by only the 6 digit number, a valid entry will always yield a hit on that entry regardless of how many times that subject goes to prison or how many cases they pick up while in prison.

DIAL UP BILLING

As of July 1st all Non-MSP AICS dial-up users will be billed for AICS connectivity. One way to help offset this cost is to use the AICS Stand Alone program to gather the initial incident information and type the narrative. When you do dial in, all that will have to be done is the transfer of information from the Stand Alone to On Line AICS and enter any information that the Stand Alone does not capture. Please contact the AICS help desk for a copy of the Stand Alone instructions.

FREE INTERNET SERVICE

The National Center for Rural Law Enforcement (NCRLE) provides Internet access free of charge to rural law enforcement agencies across the nation. The Bureau of Justice Assistance (BJA) funds the program through the Rural Law Enforcement Technical Assistance Enhancement Project.
For further information contact:
National Center for Rural Law Enforcement, a Division of the University of Arkansas System
7723 Asher Ave, Suite B
Little Rock, AR 72204-7503
501-570-8000 or 1-800-635-6310
www.ncrle.net

HOW TO USE THE ITEM SPLIT JOURNAL

Here's the scenario: $300.00 cash is taken from a suspect in a B&E. The amount found on the subject is entered into AICS as seized property item #001. It turns out later there were several B&E's and one of the victims had $100.00 taken from their residence. They come to the worksite to claim the money. How do you release the money to the victim and carry over the remaining $200.00 in AICS. First, inquire on the incident (*if the incident has been reviewed it will have to be unreviewed*) and pull up the appropriate property item and go to the Detail Screen (in this example it would be the Securities Screen). (1) Press the Property Journal Button and (2) select 02 – Item Split. In the Additional Property Journal Information window (3) make a journal entry to note that $100.00 was released to the rightful owner. (4) Go back to the Detail Screen and change the Value and Rec Value Fields to reflect the new sum ($200.00). (5) Open the Description window and change the denomination information. (6) Save all of the changes by transmitting an action of CHG. (7) Make a new property entry with the $100.00 (this would be property item #002 in this scenario). (8) Print new property label for items still in possession. (9) Follow normal procedures for final disposition of returned property.

REMINDER
Always press Exit/Save prior to printing a narrative.
This action executes two commands. (1) A copy of the narrative is sent to your PC's hard drive, and (2) a copy is sent to the mainframe computer. This way if an error occurs in the print command a copy of the narrative can be retrieved from the PC.

!!!ALERT TO ALL NON-MSP AICS AGENCIES!!!

Recently, it has come to our attention that some local agencies have experienced problems with saving an incident narrative when it was marked as level five. Currently all online narratives not marked at an access level of five are saved to the MSP mainframe when properly transmitted. Local agency narratives marked for level five access were initially coded to be saved at only the local level to allow sensitive data to be stored by the initiating agency. We believe that this coding may not be functioning properly. We are initiating a coding change to AICS to alleviate this potential problem and to assist agencies in ensuring that narratives marked as level five are not lost. The coding change will ensure that **all** narratives are saved to the MSP mainframe. This coding change does not effect the password protective security of those incidents marked as level five, and will be effective on or before the next AICS release scheduled for late August. Please address any questions concerning this change to the AICS Manager, Wade Dakin at (517) 322-4940 or email dakinw@state.mi.us.

FILE CLASS	ARREST CODE	ARREST DESCRIPTION
**NEW ARREST CHARGES***
13003	1384	COMPUTER/INTERNET USED FOR HARRASSMENT, THREATS
13003	1385	OTHER ELECTRONIC MEDIUM USED FOR HARRASSMENT, THREATS
35001	3545	SYNTHETIC NARCOTIC - MANUFACTURE
54003	8115	FAIL TO YIELD OR USE DUE CAUTION FOR EMERG RESPONDER
09003	8039	FELONY DEATH WHILE UNDER CONTROLLED SUBSTANCE

*These new charge codes will not be effective until the release of AICS version 8.0 in August.
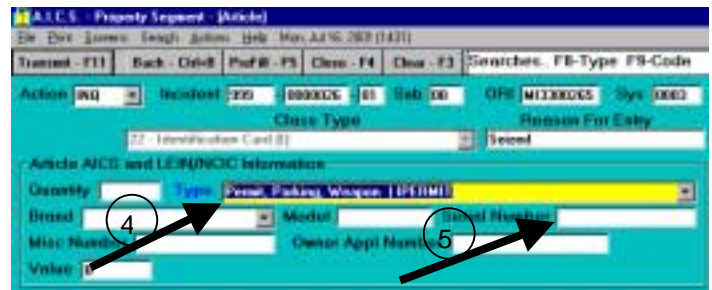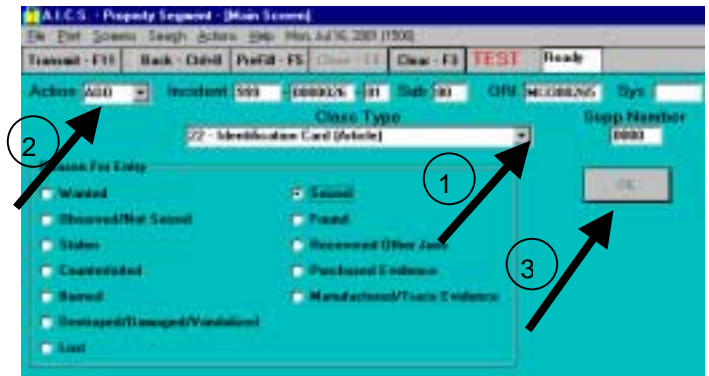
NEW RELEASE

AICS Version 8.0 will be released in August of 2001. It will contain an upgraded word processor that allows for bullets, numbering, changing of font color, an on-line spell check, and many other features.

Also included will be the addition of a Person Type column on the person search; additional fields on the Premise Screen to capture bin, lab number, stolen and recovered dates; as well as corrections to a few problems.

Watch the AICS Sign-On Screen for further information about the dates of the release.

PROPERTY ENTRY TIP

As the number of issued CCW permits escalate, it should come as no surprise that you will be faced with entering them into AICS from time to time. Following the steps outlined in this article will make light work out of this entry. (1) On the property Main Screen select the Class Type of 22-Identification Card and the reason for entry. (2) Transmit an action of ADD. (3) Press the OK button to go the Detail Screen. (4) Type PERMIT in the Type Field and press enter on your keyboard and select Weapon Permit. (5) Enter the License # in the Serial Number field. *Note the Class Type for this article will fall under the new code of "J". See the article below for details.*

NEW ARTICLE TYPE CODE "J"

INDENTIFICATION CARDS, SPECIAL DOCUMENTS, FOOD STAMPS, AND TICKETS - NCIC has divided the Article File records with the Type Code (TYP) of "I" into two groups by adding a new code of "J".

Records beginning with TYP/I are now used for Identification Cards and TYP/J is used for Special Documents, Food Stamps and Tickets. These new TYP codes will be available in the August AICS version 8.0 release.

LEAMS UPDATE

The LEAMS RFP was posted on the DMB website and bid proposals are due to the State on July 30. A committee has been formed of MSP and local agencies to evaluate the bids and make a final vendor selection. It is anticipated that a vendor will be on-board to begin development of the next generation AICS product early this fall.

Welcome Aboard
New On-Line AICS Users

- Dryden Twp Police Department
- Gaylord Police Department
- Lapeer City Police Department
- Lapeer Twp Police Department
- Luce County Sheriff Department
- Metamora Police Department
- Richland Police Department

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